

## **Ukraine MoDA Position Description**

**\*Applicants must be DoD Civil Service in the GS 13/14/15 pay grades to be eligible\***

**COCOM: EUCOM**

**Location: Kyiv, Ukraine**

**Function: Strategic Communications**

**Tour length: 12 month detail (plus five weeks training)**

**Clearance: SECRET**

**Title: Senior Adviser**

**Grade: GS 13/14/15**

**Background:** Incumbent serves as the primary adviser to the Ukrainian Ministry of Defense providing advice and assistance to senior leaders and staff for the development, coordination, and implementation of strategic communications policies, strategies, and plans. The priority will be meeting the challenges faced in the current crisis that must be fully and successfully coordinated across all Ministries, Agencies, Departments, and non-governmental organizations, e.g., civic and public civil defense bodies. The primary focus will be on supporting Ukraine as it improves civilian and military knowledge of immediate, medium-, and long-term national policies, priorities, and objectives related to current and future operations.

The overall goal of this effort is to provide immediate support to an institutionally weak strategic communications capability throughout the entire Ukrainian Ministry of Defense. Improved inter-ministerial coordination of “messaging” is essential. Additionally, efforts must consider the development, vetting, and implementation of techniques and processes that will enable the Ministry of Defense to effectively and consistently reach out to non-government organizations, particularly those supporting ongoing military operations.

Incumbent will report to the Senior Defense Official and support the Security Cooperation Office; ensuring efforts are aligned with broader U.S. Embassy objectives as outlined in the Integrated Country Strategy and US European Command (EUCOM) Country Security Cooperation Plan (CSCP).

### **Required Knowledge/Skills/Experience:**

- Extensive experience (preferably 10 years or more) in developing, coordinating, and implementing strategic communications policies, strategies, and plans for national security or defense organizations.
- Experience in various forms of media and knowledge of government public affairs and commercial media.
- Experience working with high level offices and organizations; assistant secretary, three-star level command, or higher.
- Proven self-starter who can be successful working independently at various organizational levels and with executives/managers/leaders from multiple functional areas.
- Proven success in individual and organizational capacity building, with a demonstrated ability to share knowledge, mentor and coach others.
- Demonstrated ability to work in an environment with limited resources on compressed timelines, and ability to apply innovative and creative solutions to resolve problems.
- Exceptional interpersonal and communication skills and the ability to work collaboratively with counterparts to achieve goals through the provision of quality advice, support, and mentoring.

### **Desired Knowledge/Skills/Experience:**

- A graduate degree and academic background in communications, journalism, or political science.
- Experience managing strategic communications in an ongoing crisis or military operation.

- Experience articulating and advocating U.S. Department of Defense plans and requirements to other U.S. agencies or Congress.
- Experience working, training, and living in an international setting.
- Strong interest in learning a foreign language and ability to adapt to a diverse cultural environment.
- Experience training and working with Central or Eastern European national defense organizations.
- Prior active duty military experience is desired.

**Specific Tasks:**

- Build critical, enduring relationships and establish trust and confidence by immersing oneself with our partners.
- Analysis, planning, coordination, and execution of efforts to build strategic communications capability throughout the Ukrainian Ministry of Defense, and facilitate effective collaboration between government ministries, agencies, departments, and non-government organizations.
- Identify organizational shortfalls or process gaps, build consensus, reach agreement, document conclusions, and monitor implementation of policies across all functional areas that touch strategic communications in a national security setting.
- Simultaneously identify organizations, procedures, concepts, and assumptions that require substantive reforms and/or devolution.
- Advance and support other security cooperation efforts, such as improving the sustainability of U.S. military sales and FMF activities, coordinating and harmonizing other institutional capacity building efforts, and identifying opportunities to improve the integration of IMET, regional centers, and other education and training programs.

**Additional Requirements:**

- Incumbent must be able to obtain and maintain a SECRET security clearance.
- Incumbent must be available for detail from their home organization for a period of 14 months to include training, preparation and a 12-month assignment.

Interested applicants should submit the following:

1. Cover letter
2. Resume
3. Current SF-50 (redacted, no SSN)

HOW TO APPLY: Submit application package to the MoDA Program Office email address: [dsca.ncr.bpc.list.moda@mail.mil](mailto:dsca.ncr.bpc.list.moda@mail.mil)

Applications are due NLT 10 June 2016. Competitive applicants will be contacted for a telephone interview. Throughout the process, reference and background checks will be completed.